



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
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IN REPLY REFER TO:

TRARONEIGHTSIXINST 1500.1A
N8

16 NOV 2015

TRARON EIGHT SIX INSTRUCTION 1500.1A

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: STUDENT MONITORING STATUS (SMS) PROCEDURES

Ref: (a) CNATRAININST 1500.4H
(b) CNATRAININST 1542.164A

Encl: (1) Event Failure, SMS and Progress Check Policy
(2) SMS Guidance
(3) SMS Supplementary Jacket Form

1. Purpose. Per reference (a), the Student Monitoring Status program is designed to focus supervisory attention on a student's progress in training, specific deficiencies and potential to complete the program. As a result, VT-86 expands the scope of the SMS program in order to identify students who are at risk of becoming marginal performers. The SMS program shall not, nor is it intended, to be used as a punitive measure.

2. General. This instruction provides guidance to all VT-86 personnel and highlights specific squadron procedures designed to ensure compliance with references (a) and (b). VT-86 expects all instructors to participate in the training and mentoring of all flight students. VT-86 Class Advisors play a key role in monitoring student progress to ensure the command can accurately assess a student's potential to complete the program. In addition, the term "Flight Leader," per reference (a) and (b), shall refer to the Schedules Officer. The Assistant Student Control (STUCON) Officer may fill the role of Student Control Officer in any capacity per this instruction.

3. Action. Upon check-in to VT-86, all students shall be briefed upon this policy and be provided copies of enclosure (1) to be signed and retained in their ATJ. All personnel, including Reserve, Associate, and Contract employees shall comply with the contents of this instruction.

4. Student Monitoring Status

a. The objective of SMS is to focus supervisory attention to a NFS's progress in training, specific deficiencies and potential to complete the program. It may also be applied to students who require supervisory attention while trying to resolve personal issues.

b. SMS is intended as a short-term program to address specific performance deficiencies within a block or stage of training. SMS requires specific performance goals be met within a specified period. Specific goals shall be related to training standards. Training goals and a

specific period, to include events, shall be annotated on a supplemental ATF in the NFS's ATJ utilizing enclosure (3).

c. A student shall be placed on SMS to address sub-standard or marginal performance. The Operations Officer (OPSO) or above can direct a NFS be placed on SMS when the student's potential to complete the syllabus is in question.

d. SMS Triggers. Per references (a) and (b), a NFS who receives two UNSATS in a block of training (excluding extra training (XXX87) or Warm-Up (XXX86) events), or three total UNSATS within a phase or stage of training shall be placed on SMS [excluding extra training (XXX87) or Warm-Up (XXX86) events]. In order to identify marginal performers, students assigned to VT-86 shall be placed on SMS if any of the following triggers occur:

- (1) Arrive at VT-86 with four or more UNSATS in the Primary and/or Intermediate phase.
- (2) Any academic failure of a MNTS syllabus event.
- (3) Failure of two academic quizzes, or other non-MNTS events.
- (4) Trigger an IPC or FPC.

(5) As directed by the Operations Officer (OPSO) or above. The OPSO will consider any instructor recommendation for SMS due to academic, flight, or personal issues requiring supervisory attention.

e. SMS Assignment. The Schedules Officer, Class Advisor, or STUCON Officer shall be responsible for assigning students to SMS. SMS assignment shall be documented on a SMS Supplementary Jacket Form, enclosure (3). All SMS-related documentation shall be completed on blue paper. Utilizing enclosure (3), the assigning officer shall brief the student on all SMS goals, requirements, and procedures outlined in this instruction including:

(1) Brief the NFS on the trigger and reason for their SMS assignment. Ensure that the correct trigger and stage blocks are checked, and if applicable, that the correct event code is noted in the appropriate line.

(2) The NFS shall be briefed on the period of SMS assignment. Typically, this period shall end upon completion of a specific event, but SMS may be assigned for a specific length of time. If the period ends on an event, ensure that the event code is noted. If the SMS period ends on another requirement, either put a date on that line or explain the reasoning for the period on the SMS Goals lines.

(3) Brief the NFS on all SMS requirements. These may include, but are not limited to:

(a) Specific scheduling restrictions (if any) and annotate those restrictions on the SMS supplementary ATF.

(b) Flight suit wear as outlined in paragraph 5 of this instruction.

(c) SMS muster procedures as outlined in paragraph 5 of this instruction.

(4) The NFS shall sign and date the SMS assignment Supplementary Jacket Form, enclosure.

(5) The student's signature acknowledges that they have read, and fully understand all SMS procedures and requirements. The assigning officer will then sign the same form. The assigning officer will make a copy of the form, on blue paper, and give the copy to the NFS to be placed in his or her junk jacket. In addition, a copy of the SMS Guidance Form, enclosure (2) will be printed on yellow paper and placed on the left side of the junk jacket. The original signed form shall be placed in the SMS Binder, located in Operations, under the ACTIVE SMS tab. The NFS shall not be given the original paperwork for any reason.

f. SMS Goals. The assigning officer shall determine achievable, specific goals for the student to achieve. SMS goals shall be tailored to correct specific deficiencies, and shall be designed to address causes of marginal performance. These goals shall be annotated on enclosure (3). Some examples of SMS goals are given:

(1) Meet with Class Advisor twice per week.

(2) X hours of simulator practice per week.

(3) X practice approaches in simulator per week.

(4) Emergency procedures examination administered by the Schedules Officer once per week.

(5) Observe a brief, simulator event, etc.

g. Aviation Training Jacket Reviews. The STUCON officer will conduct weekly ATJ reviews for students on SMS. Annotate completion of the review on the student's jacket review card.

h. SMS Extension. SMS may be extended beyond the originally assigned period if:

(1) SMS goals have not been achieved.

(2) The student has demonstrated a lack of ability to complete SMS goals.

(3) Reasonable progress towards completing SMS goals has not been demonstrated.

(4) The SMS extension shall be annotated on the original SMS Supplementary Jacket Form under SMS Extension. The NFS and assigning officer shall both sign the SMS extension. The assigning officer will make a new copy of the form and give the copy to the NFS to be placed in

his or her junk jacket. The original signed copy shall be placed in the SMS Binder located in Operations under the ACTIVE SMS tab. The NFS shall not be given the original paperwork for any reason.

i. SMS Outcome. If the student achieves the goals within the SMS period, or when personal issues are resolved, the student returns to normal training flow. If the student is unable to meet the specific goals of SMS, or performance does not improve, the student **shall** progress to a Command-Directed FPC. Documentation for unsuccessful removal from SMS shall include the specific goal(s) not achieved.

j. SMS Removal.

(1) As soon as the requirements for SMS have been met it is the responsibility of the individual NFS to ensure written removal from the SMS program. Unnecessary continuance of SMS can lead to inefficient scheduling, and removal in writing shall take place within one working day of the completion of requirements. **The student shall continue to meet all requirements of SMS assignment until removed from SMS in writing on the SMS assignment Supplementary Jacket Form.**

(2) SMS removal shall be annotated on the original SMS Supplementary Jacket Form. The NFS and removing officer shall both sign the SMS removal section of the SMS Supplementary Jacket Form. The removing officer will make a new copy of the form and give the copy to the student to be placed in his or her junk jacket. The SMS Guidance Form may be removed from the student's junk jacket. The original signed copy shall be placed in the SMS Binder located in Operations under the COMPLETED SMS tab. The NFS shall not be given the original paperwork for any reason.

k. SMS Supplementary Jacket Form. All original SMS paperwork will be held in the SMS binder in the Operations Department until completion of SMS. The STUCON Officer, or designated staff representative, will check this binder periodically for new SMS assignments, extensions and removals. When a student is removed from SMS in writing, the original paperwork will be placed under the COMPLETED SMS tab to reflect this removal. Student Control will file the supplementary ATF in the student's ATJ. The student shall not be given the responsibility of transferring the original paperwork to Student Control. Original paperwork removal from the SMS Binder and transport of this paperwork shall be via the STUCON Officer or his/her designated staff representative only.

5. Student Responsibilities. Students assigned to SMS shall achieve the SMS goals they are assigned. Failure to meet SMS goals or requirements shall result in a FPC.

a. All students shall know when SMS is triggered.

b. All students shall notify the applicable Schedules Officer of any event failures within one workday.

c. All students shall notify their Class Advisor of SMS assignment within one workday.

- d. All students shall notify the STUCON Officer within one workday when placed on SMS.
- e. Flight Suits. Students on SMS shall wear their respective service uniform to all events with the exception of flights and simulators. A NFS on SMS may wear their flight suit for the entire workday on which they are scheduled for a flight or simulator.
- f. SMS Muster. All SMS students, not otherwise scheduled, shall observe working hours of 0730-1630. During working hours, students assigned SMS must maintain a presence in squadron spaces; defined as the VT-86 Hangar, Griffith Hall, VT-86 T&C Building, or the Simulator Building. SMS muster shall be conducted at the CDO desk with the duty officers per the following procedures:
 - (1) Muster at: 0730, 1000, 1400, and 1630
 - (2) Students shall ensure their musters are annotated in the SMS log.
 - (3) DO NOT VIOLATE CREW REST IN ORDER TO MUSTER!
- g. SMS students may be ineligible for cross-country events while on SMS.
- h. SMS students may be restricted to being scheduled for only one graded flight or simulator event per day.
- i. Failure to adhere to these restrictions, or failure to meet SMS goals, shall result in a FPC.


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Distribution:

Electronic only, via VT-86 Website:

<https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>

Event Failure, Student Monitoring Status (SMS), Initial Progress Check (IPC), and Final Progress Check (FPC) Policy

Ref: (a) CNATRAINST 1500.4H
(b) CNATRAINST 1542.164A

EVENT FAILURE

When an NFS fails any MNTS event (flight or academic), the NFS shall complete the following:

1. NFS shall notify their Class Advisor within one working day.
2. NFS shall notify the Schedules Officer within one working day.

STUDENT MONITORING STATUS

1. The Schedules Officer, Student Control (STUCON) Officer, Class Advisor or Operations Officer (OPSO) shall place any NFS who is designated a marginal performer on SMS. Per references (a) and (b), a NFS who receives two UNSATS in a block of training, or three UNSATS within phase or stage of training shall be considered marginal and placed on SMS. Additionally, VT-86 defines criteria for SMS assignment as follows:

- a. Arrive at VT-86 with four or more UNSATS in the Primary and/or Intermediate phase of training.
- b. Any academic failure of a MNTS syllabus event.
- c. Failure of two academic quizzes, or other non-MNTS events.
- d. Trigger an IPC, or FPC.
- e. As directed by the Operations Officer (OPSO) or above. The OPSO will consider any instructor recommendation for SMS due to academic, flight or personal issues requiring supervisory attention.

2. **SMS Goals.** All SMS goals shall be annotated on a SMS Supplementary Jacket Form. A copy of the SMS ATF along with a copy of the SMS Guidance Form will be placed in the NFS's junk jacket. The original SMS ATF will be placed in the SMS binder in Operations. The SMS Supplementary Jacket Form shall detail the SMS period, requirements and goals.

3. **NFS Responsibilities.** Students assigned to SMS shall achieve the SMS goals they are assigned. Failure to meet SMS goals or requirements shall result in a FPC.

- a. All students shall know when SMS is triggered.
- b. All students shall notify their Class Advisor of SMS assignment within one workday.

- c. All students shall notify the STUCON Officer within one workday when placed on SMS.
 - d. **Flight Suits.** Student on SMS shall wear their respective service uniform to all events with the exception of flights or simulators. A NFS on SMS may wear their flight suit for the entire workday on which they are scheduled for a flight or simulator.
 - e. **SMS Muster.** All SMS students, not otherwise scheduled, shall observe working hours of 0730-1630. During working hours, students assigned SMS must maintain a presence in squadron spaces; defined as the VT-86 Hangar, Griffith Hall, VT-86 T&C Building, or the Simulator Building. SMS muster shall be conducted at the CDO desk with the duty officers per the following procedures:
 - (1) Muster at: 0730, 1000, 1400, and 1630
 - (2) Students shall ensure their musters are annotated in the SMS log.
 - (3) DO NOT VIOLATE CREW REST IN ORDER TO MUSTER!
 - f. SMS students may be ineligible for cross-country events.
 - g. SMS students may be restricted to being scheduled for only one graded flight or simulator event per day.
 - h. SMS students shall have a weekly ATJ review with the STUCON Officer.
 - i. Failure to adhere to these restrictions, or failure to meet SMS goals, shall result in a FPC.
4. As soon as the requirements for SMS have been met it is the responsibility of the individual NFS to ensure written removal from the SMS program. Unnecessary continuance of SMS can lead to inefficient scheduling, and removal in writing shall take place within one working day of the completion of requirements. **The student shall continue to meet all requirements of SMS assignment until removed from SMS in writing on the SMS assignment Supplementary Jacket Form.**

INITIAL PROGRESS CHECKS (IPC)

- 1. Initial Progress Check is triggered by:
 - a. Two consecutive UNSATS in a block.
 - b. Three cumulative UNSATS in a block.
 - c. An UNSAT check event (XXX90).
 - d. A Ready Room Unsatisfactory (RRU).

e. At the discretion of the Operations Officer or Commanding Officer when there is doubt regarding the NFS's potential to successfully complete the syllabus.

f. For the purposes of determining IPC triggers, UNSATs on events coded XX84, XX85, XX86, and XX87 shall not be used. However, instructors retain the ability to award a "count" UNSAT on a WU or ET event for flagrant safety or flight rule violations, unsatisfactory procedural knowledge, or grossly unsafe performance that is not delay-related.

2. IPC Outcomes:

a. Passing returns the student to normal syllabus flow.

b. An UNSAT IPC results in an FPC.

3. Upon completion of an IPC, the NFS will sign the Supplemental ATF with the IPC Instructor recommendations. At no time shall the NFS have the original Supplemental ATF or grade sheet in their possession.

FINAL PROGRESS CHECKS (FPC)

1. Final Progress Check is triggered by:

a. Failure of an IPC.

b. In any case where an NFS has undergone an IPC in phase and subsequently meets any of the IPC triggers listed above.

c. Two academic examination failures in phase.

d. Four cumulative UNSATs in a phase, including academic failures.

e. Failure to meet SMS goals.

f. At the discretion of the CO when there is doubt regarding the NFS's potential to successfully complete the syllabus.

2. FPC Outcomes:

a. Passing returns the student to normal syllabus flow.

b. An UNSAT FPC results in an attrition recommendation to the TRAWING Commander and a Training Review Board.

3. Upon completion of an FPC, the NFS will sign the Supplemental ATF with the FPC Instructor recommendations. At no time shall the NFS have the original Supplemental ATF or grade sheet in their possession.

Printed Rank Name _____

Signature _____ Date _____

Enclosure (1)

STUDENT MONITORING STATUS (SMS) GUIDANCE FORM**1. STUDENT GUIDANCE**

a. This sheet shall be placed in the front of your junk jacket on the left side. Place a COPY of the associated Supplemental Jacket Form immediately behind this sheet. The original SMS ATF sheet shall remain with the Schedules Officer.

b. Students assigned SMS shall report to the VT-86 Student Control (STUCON) Officer AND their Personal Advisor (PA) within one working day of SMS assignment. The NFS SHALL get an ATJ Review WEEKLY by the STUCON Officer (Assistant STUCON if STUCON is not available). If you fail another event, report to your, CA, the Schedules Officer and STUCON w/in one workday of the failure.

2. STUDENT PROCEDURES

a. **FLIGHT SUITS**. Student on SMS shall wear their respective service uniform to all events with the exception of flights. A SMS NFS may wear their flight suit for the entire workday on which they are scheduled for a flight.

b. **SMS MUSTER**. All SMS students, not otherwise scheduled, shall observe working hours of 0730-1630. During working hours, students assigned SMS must maintain a presence in squadron spaces; defined as the VT-86 Hangar, Griffith Hall, VT-86 T&C Building, or the Simulator Building. SMS muster shall be conducted at the CDO desk with the duty officers IAW the following procedures:

(1) Muster at: 0730, 1000, 1400, and 1630

(2) Students shall ensure their musters are annotated in the SMS log.

(3) DO NOT VIOLATE CREW REST IN ORDER TO MUSTER!

c. SMS students may be ineligible for cross-country events while on SMS.

d. SMS students may be restricted to only one graded flight or simulator event per day

e. Failure to adhere to these restrictions, or failure to meet SMS goals, shall result in a FPC.

3. **SMS REMOVAL**. As soon as the requirements for SMS have been met it is the responsibility of the individual NFS to ensure written removal from the SMS program. Unnecessary continuance of SMS can lead to inefficient scheduling, and removal in writing shall take place within one working day of the completion of requirements. **The student shall continue to meet all requirements of SMS assignment until removed from SMS in writing on the SMS assignment Supplementary Jacket Form.** Upon written removal from SMS, remove this guidance sheet. Replace the copy of the assignment ATF with a copy of the original SMS ATF now showing documented completion of SMS Goals.

Enclosure (2)

4. INSTRUCTOR GUIDANCE. Review student guidance above to confirm compliance. Failure to comply with SMS requirements is grounds for a Final Progress Check. Also, review general and specific SMS requirements on the supplemental ATF, as well as student practice time and personal advisor meetings.

CNATRA-GEN 1542/16 (REV. 3-74)

VT-86 Edition: OCT 2015

S/N 0197-CF0-4221

STUDENT MONITORING STATUS (SMS) SUPPLEMENTARY JACKET FORM

STUDENT: _____ CLASS: _____

STUDENT MONITORING STATUS ASSIGNMENT

Naval or International Flight Student (NFS) has been assigned to SMS to address marginal performance and/or personal issues IAW CNATRAININST 1542.164A. While on SMS, the NFS shall meet the specific requirements tailored to correct his/her deficiencies and properly document progress. If the NFS fails to meet SMS goals, requirements or performance does not improve, the NFS **shall** proceed to a Final Progress Check (FPC). OPS **shall** maintain the original ATF until removal from SMS. Once removed from SMS, STUCON **shall** place this form in NFS's ATJ.

TRIGGER: ☐ CHECK IN ☐ 2 CONSEQ UNSATS ☐ 3 TOTAL UNSATS ☐ ACAD FAILURE ☐ OTHER

DETAILS: _____

STAGE: ☐ FAM ☐ STRIKE ☐ CAS ☐ BFM ☐ AWI EVENT: _____

PERIOD: The NFS shall be removed from SMS once all SMS goals and requirements have been met. The NFS shall remain on SMS until _____. NFS shall continue to meet SMS requirements until SMS removal counseling has been accomplished in writing (see below).

REQUIREMENTS: NFSs shall: document the completion of all requirements in his/her junk jacket; report to their Class Advisor and Student Control Officer within 1 working day of SMS assignment; report to the applicable Schedules Officer within one working day following ANY event failure.

Cross Country Eligible: ☐ YES ☐ NORestricted to one graded flight or simulator event per day: ☐ YES ☐ NO**SMS GOALS:** _____STUDENT SIGNATURE: _____ DATE: _____
(I have read and understand all of the above)

FLIGHT LEADER/OPSO/STUCON OFFICER: _____ DATE: _____

STUDENT CONTROL: _____ DATE: _____

SMS EXTENSION

Due to: _____ on _____ (date), SMS period is extended through _____. Student shall continue to meet the above requirements.

STUDENT SIGNATURE: _____ DATE: _____

FLIGHT LEADER/OPSO/STUCON OFFICER: _____ DATE: _____

STUDENT CONTROL: _____ DATE: _____

SMS REMOVAL

After successfully achieving SMS goals and meeting all requirements student is removed from SMS. Additional comments: _____

STUDENT SIGNATURE: _____ DATE: _____

FLIGHT LEADER/OPSO/STUCON OFFICER: _____ DATE: _____

STUDENT CONTROL: _____ DATE: _____

SIGNATURE (Instructor)

TRARON
VT-86

NOTE:

Copy to NFS Junk Jacket

STUDENT'S NAME (Last, first, middle initial)

DATE

SIGNATURE

SUPPLEMENTARY JACKET FORM (ATF)